

**MINUTES**  
**POLICE AND FIRE COMMISSION**  
**Thursday, March 5, 2015**  
**City Hall, Room 310**  
**4:15 PM**

MEMBERS PRESENT: Commissioners Rod Goldhahn, David Nelson, Jim Coates, Barbara Dorff and Nancy Schopf

OTHERS PRESENT: Police Chief Tom Molitor, Assistant Fire Chief Mike Niefert and HR Operations Manager Melanie Falk

**1. Roll call.**

The meeting was called to order at 4:15 p.m. by President Goldhahn. Roll call was taken. Comm. Nelson had not yet arrived.

**2. Approval of the minutes from the meeting of the Police and Fire Commission held February 5, 2015 and approval of the minutes from the special meeting of the Police and Fire Commission held February 2, 2015.**

The Commissioners did not receive the minutes from the February 2, 2015 and the February 5, 2015 meetings. Commissioner Goldhahn postponed approval of the minutes until the next meeting.

**3. President's Report.**

Comm. Goldhahn stated he attended the kickoff session of the new Fire Department recruits along with Comm. Schopf. This large group of 18 seemed like a very alert group, and Comm. Goldhahn looks forward to a good group of new Fire Fighters coming in.

**4. Communications.**

**a. Budget Status Report**

**b. Budget Spreadsheet**

Comm. Goldhahn requested a motion to accept and place the communications on file as received. Motion made by Comm. Coates, second by Comm. Schopf. Motion carried.

**5. Report from the Chiefs.**

Assistant Fire Chief Mike Niefert thanked Comm. Goldhahn and Comm. Schopf for attending the kickoff session of the new Fire Department recruits. Asst. Chief Niefert commented that the new recruits appreciate that the Commissioners are able to attend and show interest in their careers. Asst. Chief Niefert let the Commissioners know that May 15<sup>th</sup> is the recruit graduation date. Demonstrations for the family will take place at 8:00 a.m. at the drill tower at Northeast Wisconsin Technical College (NWTC). Graduation is at 5:00 p.m. More information will be provided to the Commissioners as we get closer to the date.

Comm. Nelson arrived at 4:20 p.m.

Asst. Chief Niefert reported on 2 upcoming events. One of these events is the annual review of the Mutual Aid Box Alarm System, known as MABAS. MABAS is a system of cards, based on geography and type of situation that provides the dispatch center with the progression of who to call as the level of severity increases. Each year, the cards are reviewed to determine if the system is working and what should be changed to improve it. The area fire departments work together across jurisdictions to review and determine what resources can be provided and when.

The other event Asst. Chief Nieft spoke about is the County Computer-Aided Dispatch (CAD) system which needs to be upgraded. He stated that Brown County runs the communication center, and this upgrade is a County project. However, all of the end-users have been involved in this process. Currently there is a Request for Proposal (RFP) to upgrade the dispatch system and make it more refined and efficient. Asst. Chief Nieft is on the team that has been reviewing the proposals submitted by various vendors that bid on this. A decision will be made on Wednesday, March 11, 2015, and it will be forwarded to the County Board for a final decision. Nine vendors responded to the RFP, and these have been narrowed down to 3 vendors. The final bids range from just under \$1 million dollars to over \$3 million dollars. Asst. Chief Nieft commented that this has been an educational process. The team has made calls to other jurisdictions nationwide to determine the systems they use and what the experience has been with those systems. The CAD system helps coordinate everything from processes when dialing 911 to how staff is notified of the incident. Asst. Chief Nieft feels that any of the final proposals will provide an excellent dispatch system. Comm. Goldhahn commented that a few years ago the radio system was upgraded and asked if this upgrade is of the data system. Asst. Chief Nieft confirmed that this would be an upgrade to the data system.

Commissioner Schopf informed Asst. Chief Nieft that a family friend of hers had experienced a house fire on their street a few weeks ago. They were very impressed with the service they witnessed and wanted this information passed on to the Fire Department.

Police Chief Tom Molitor reported on the recent incident involving a couple of officers who were attacked and used deadly force. He stated that the officers are doing fine, and they are on administrative duty. The Department of Justice, Division of Criminal Investigation, is conducting the investigation. Until the investigation is complete and the District Attorney has had the opportunity to review it, Chief Molitor will not comment any further on the incident.

Chief Molitor reported on the Police Department's continued efforts of community engagement. The Police Department has initiated a project in the South Broadway area. The targeted area is from 7<sup>th</sup> Street to the City limits and from the river to Ashland Avenue. The department is going door to door in an attempt to find stakeholders for the area who will provide information with respect to what is working and what they would like to see changed. This is a low income area with a high concentration of bars and rentals. Currently, 2 officers are on a 60 day assignment in the area. The Police Department has reached out and found a champion from the University in the Urban Studies discipline. Interns are working on the project and conducting before and after surveys. The idea behind the project is for law enforcement to show some humanity behind the badge and to determine what services the individuals in this area expect from the Police Department.

Chief Molitor is trying to coordinate another meeting with Reverend Green from Divine Temple Church. On February 22, 2015, a meeting took place with Reverend Davis at Kingdom Agenda Church, and 70 to 80 people were in attendance. Chief Molitor feels the Police Department is on the right track with their outreach efforts. Chief Molitor has been told that these engagement efforts need to be done on the terms of the individuals that the department is trying to effect. The key to building these relationships is building trust.

Comm. Goldhahn expressed his appreciation to Chief Molitor for the ambition to get out and create these relationships. He stressed that relationships take time, and he commends Chief Molitor on being proactive.

**6. Approval of the 2015 Fox Valley Technical College Regional Fire Fighter hiring process.**

Comm. Goldhahn commented that there is no change in the hiring process. Asst. Chief Nieft stated that the Fire Department has been very happy with the process, and the department has been getting excellent candidates.

A question was asked to clarify if this process is also done with NWTC. Asst. Chief Nieft clarified that all candidates apply through Fox Valley Technical College (FVTC) regardless of whether they have attended school there. Candidates apply through FVTC and list the departments they are interested in working for. If qualified, candidates could apply to every Fire Department in Northeast Wisconsin through FVTC. This streamlines the process and makes it easier for candidates to apply to several departments. HR Operations Manager Melanie Falk commented that the Fire Department has an annual contract with Fox Valley Technical College. Asst. Chief Nieft stated that the minimum hiring requirements provided in the contract are reviewed annually. The Fire Department is not looking to change anything as far as the qualifications, but they need to be reviewed. In the past, there was a requirement that the candidates be Paramedics. This requirement was removed because there are enough medics currently with the department and therefore, this requirement is no longer necessary. Another requirement that has been reviewed in the past is the degree that candidates possess. Candidates may have completed a new program that closely matches the qualifications, and the Fire Department does not want to disqualify these candidates because the contract does not include the new program.

Comm. Goldhahn requested a motion to approve the 2015 Fox Valley Technical College Regional Fire Fighter hiring process. Motion made by Comm. Schopf, second by Comm. Dorff. Motion carried.

**7. Approval of the 2015 (II) Patrol Officer recruitment process.**

Chief Molitor commented that there is no change to the recruitment process. The process has been changed a few times in the past, and Chief Molitor stated the Police Department has been pretty satisfied with the video-based written exam and the report writing exams developed by Ergometrics. Ms. Falk commented that the Police Department would like to start the process for a second eligibility list for 2015. Only 10 candidates remain on the current eligibility list, and the second list will help to ensure that there are candidates available as vacancies occur. Chief Molitor clarified that only 5 candidates remain on the current eligibility list. A question was asked if this recruitment would be statewide. Ms. Falk responded that advertising will encompass state and national law enforcement websites and publications. In addition, technical colleges and universities with a good representation of female and minority law enforcement students will be targeted. A question was asked when the interviews will take place. Ms. Falk stated she will provide the memo with the timeline to the Commissioners. Chief Molitor stated the process takes about 4 months. There are 5 remaining candidates on the eligibility list and 2 anticipated retirements in June and July. Chief Molitor stressed that there is a nationwide problem with turnover in Police Departments. Patrol Officers are no longer staying with the same department through retirement. They are getting their foot in the door with one Police Department and then moving on to opportunities that align with their personal goals.

Comm. Goldhahn requested a motion to approve the 2015 (II) Patrol Officer recruitment process. Motion made by Comm. Coates, second by Comm. Nelson. Motion carried.

**8. Review of Patrol Officer candidates. The Commission may convene in closed session pursuant to Sections 19.85(1)(c) and (f), Wisconsin Statutes, to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. The Commission may thereafter reconvene in open session pursuant to Section 19.85(2), Wisconsin Statutes, to report the results of the closed session and consider the balance of the agenda.**

Comm. Goldhahn read the closed session statement. A motion was made by Comm. Schopf with a second by Comm. Coates to go into closed session. Motion carried.

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A motion was made by Comm. Dorff to return to open session with a second by Comm. Coates. Motion carried. Out of closed session Comm. Goldhahn reported 6 Patrol Officer candidate backgrounds were reviewed. Approval was given to hire 5, and 1 candidate was rejected.

**9. Bills.**

- a. Prevea Invoice 11088 \$117.50**
- b. Prevea Invoice 93634 \$125.00**
- c. Prevea Invoice 93612 \$1,298.50**

Comm. Goldhahn stated that he noticed a charge for a stress test and asked if it came up with a physical. Ms. Falk stated it was an extra test conducted following a physical.

Comm. Goldhahn requested a motion to approve the bills. Motion made by Comm. Dorff, second by Comm. Nelson. Motion carried.

**10. Set date of next meeting.**

The next meeting will be held on Thursday, April 2, 2015, at 4:15 p.m. in Room 310.

With no other items on the agenda, Comm. Goldhahn requested a motion to adjourn the meeting. Motion made by Comm. Dorff, second by Comm. Schopf. Motion carried.

The meeting adjourned at 5:32 p.m.

Respectfully submitted,

Lindsay Kiesow, Recording Secretary

APPROVED: \_\_\_\_\_  
Rod Goldhahn, President